

# MID-ATLANTIC ARCHIVIST

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Fall 1990

## Fall Conference Update

It is not too late to plan to attend the Fall MARAC Conference November 1-3 at the Old Colony Inn in historic Alexandria, Virginia.

The conference theme is Automation in Archives. MARAC is the first of the regional archives organizations to offer such a concentrated conference program on the use of automation in archives. The Program Committee is especially proud to draw most of the conference speakers from the MARAC membership.

Ten software packages will be featured in two sessions: dBASE, RBASE, Minaret, Micromarc.amc, Advanced Revelation, Marcon Plus, Word Perfect, Date Ease, InMagic, and Pagemaker. Participants will discuss their uses of the systems and vendors will demonstrate their products, provide literature, and answer questions. Other sessions will examine the various uses of automation in archives. One group of sessions will be devoted to traditional themes and issues, especially focusing on little known archival resources of the Washington area.

Outside the conference rooms southern hospitality will abound. Pre-conference tours visit various historic sites. The picturesque shops and restaurants of Old Town Alexandria are nearby. Some historic properties and merchants will

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## From The Chair

By now you have received a survey from our ad hoc committee on long-range planning. In many ways this resembles the survey which MARAC conducted in 1983 to gauge the character and expectations of our membership.

That survey revealed that most MARAC members were over 35, well-educated, and relatively new to their then-current jobs, although most had been in the field for more than seven years. About forty percent were not SAA members and depended on MARAC for professional development. Most could only attend one meeting a year and there was a strong desire for more workshops, especially on advanced topics. The survey also considered many other topics.

One result of that study was the creation of a renewed MARAC publications program. The committee, formerly chaired by Don Harrison and now by Greg Bradsher, has created a new program of technical leaflets and published a symposium volume based on conference papers. Several more conference symposium volumes are on the way. The details of how we should pay for these publications is still a subject of debate. Nevertheless, we believe that the mandate to publish more is not.

For many, MARAC means fall and spring conferences and a quarterly newsletter. Other activities have been more "occasional" -- publications, advocacy, and special

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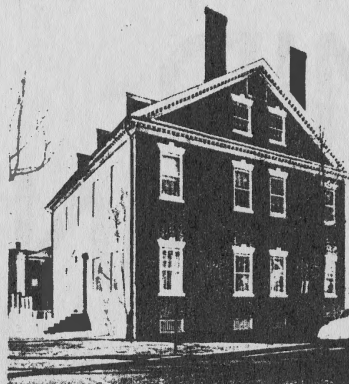
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## Fall Conference Update

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give discounts to conference attendees. Befitting the Scottish heritage of Alexandria, those attending the reception at Gadsby's Tavern will be "piped in" by a bagpiper. The customary MARAC hospitality



LLOYD HOUSE

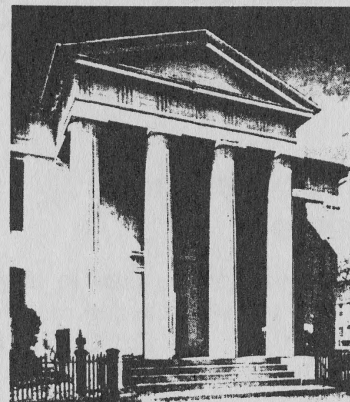
*Caption here*

suite will feature drinks, snacks, and scintillating conversation. Combine the old and the new, history and archives, and join us in Alexandria. Though the special conference room rate at the Old Colony Inn is not available after October 3, your preconference registration packet includes rates for alternate

hotels a short walk away. A special one-day registration fee of \$30, which includes the reception at Gadsby's Tavern, is convenient for members within a few hours drive of the Washington area. □



WOODLAWN PLANTATION



THE LYCEUM

## From The Chair

(Continued from p.1)

programs. Our committee structure more or less mirrors what we do: organizational necessities like the Nominations, Finance, Membership, and Steering Committees; awards juries for the Custer and Finding Aids Awards; and programmatic committees for Publications, Education, Outreach, and Meetings Coordination with its extended family of Local Arrangements and Program committees for upcoming conferences.

The question we want answered through this long-range planning effort is, What should MARAC be doing? Assuming there is satisfaction with current activities, can we do more? Shall we develop a more sophisticated educational program, perhaps sponsoring workshops outside of our regular conferences? Should we promote archives to the public, following the lead that New

York City archivists have so successfully provided? Should we provide greater recognition to our colleagues and to others who contribute to the health of historical records programs in our region? How can we reach out and increase the professional knowledge and concerns of volunteers and others working in smaller repositories? You and your colleagues on committees will supply the answers.

A key part of this effort is for our standing committees to begin to develop long-range plans for their activities. The Publications Committee has already done so and is aggressively working on achieving its goals. Our other committees need to do the same. We hope to have some preliminary results of the survey available at Alexandria for committee chairs. With more

detailed information, the committees meeting in the Spring of 1991 can complete their deliberations and pass on their recommended goals and activities to the Steering Committee for approval. Publishing summaries of the plans in the Mid-Atlantic Archivist will provide an opportunity for the membership to comment on the proposed goals and activities. Planning must be a cooperative venture to succeed. It will take all of our contributions and support to make these new initiatives happen.

Lee Stout



## Letters

Mayor Kurt Schmoke  
Baltimore, MD

Dear Mayor Schmoke:

The Maryland Caucus of the Mid-Atlantic Regional Archives Conference, an organization which represents professional archivists in Maryland, is concerned that one of Baltimore's most significant and vital collections, the Baltimore City Archives, has been without the services of a professional archivist since December 1989. As you are aware, the Baltimore City Archives contains unique and irreplaceable materials which document the history of our region. With the recent cut backs in the city's budget, we are concerned that this important collection may continue without the services of a professional archivist indefinitely.

We urge you not allow the City Archives to continue to function in its present state. Members of the archival and scholarly community have complained about inadequate service and access to the important records housed there. With the current level of staffing at the City Archives, it is not surprising that researchers have had difficulties receiving access. We understand that the staffing of the City Archives has declined from a high of twelve in 1984 to its present state of just four employees.

Adequate staffing for the Baltimore City Archives is essential in order to insure continued access by the public to its historical records, and in a broader sense, to guarantee that the documentary heritage of a great American city continues to be acquired and preserved. The most immediate need is to hire a new City Archivist, who will place these important records under proper control and insure their future preservation and access to researchers.

Sincerely,

Timothy D. Pyatt  
Maryland Caucus Chair, 1990-92

Lauren Brown  
Maryland Caucus Chair, 1988-90

Dear Mr. Stout:

This is to acknowledge receipt of your letter of August 10, 1990 concerning the Baltimore City Archives.

I appreciate the interest that you have in this important and valuable collection of public materials. We are reviewing options regarding the future of the City Archives. Hopefully, decisions on a number of personnel and policy matters will be finalized soon.

Sincerely,

Mayor Kurt Schmoke

Dear Mayor Schmoke:

I am writing to you on behalf of the Mid-Atlantic Archives Conference, the professional association for archivists and manuscripts curators in seven mid-Atlantic states and the District of Columbia.

I have recently learned from our colleagues in Maryland of the staffing situation at the Baltimore City Archives. As I understand it, staffing for the archives has declined by two-thirds in the last six years and there has been no professional archivist working in the City Archives for more than six months.

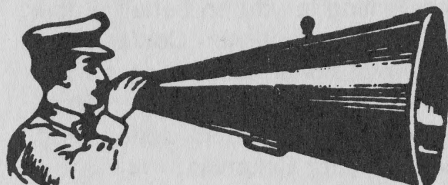
The citizens of Baltimore are fortunate to have an archives to preserve the historical public records of one of America's great cities. These important collections cannot be effectively administered and made available for research without the services of a trained archivist. We urge you fill the position of City Archivist as soon as possible with a professional who can deliver the service Baltimore so richly deserves.

All archivists throughout the region take pride in the continuing development of municipal archives in New York, Philadelphia, and Washington. We earnestly hope that Baltimore soon reclaims its rightful place among them as one of our outstanding professional programs.

Leon J. Stout



## NEWS NOTES



The Northeast Document Conservation Center has moved to new quarters. It is a non-profit, regional conservation center specializing in the conservation and preservation of paper-based collections. Its purpose is to provide conservation services to institutions that do not have in-house facilities or that require special expertise. For information about the Center and its services, call NEDCC at (508) 470-1010, or write to 100 Brickstone Square, Andover, Massachusetts 01810.

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### CALL FOR FINDING AIDS

The Finding Aids Award Committee encourages MARAC members and repositories to enter recently prepared finding aids for the 1990 awards to be presented at the spring meeting in Wilmington. Entries may be published or unpublished; typewritten, computer-generated or microfiche; and may be single collection, subject, or repository-wide guides.

To enter, please submit two copies of the finding aid to Ann L. S. Southwell, Alderman Library, University of Virginia, Charlottesville, Virginia 22903-2498. All entries must be received by January 1, 1991. Further information will be available at the display of previous award winners at the fall meeting in Alexandria.

## MARAC Salutes the 1989 Finding Aid Award Winners

### Guide to the Records of the United States Senate at the National Archives

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1789 – 1989

### Bicentennial Edition

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Robert W. Coren, Mary Rephio, David Kepley,  
and Charles South

National Archives and Records Administration

### Guide to the Records of the United States House of Representatives at the National Archives

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1789 – 1989

### Bicentennial Edition

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Charles E. Schamel, Mary Rephio, Rodney Ross, David Kepley,  
Robert W. Coren, and James Gregory Bradsher

National Archives and Records Administration



**The National Historic Publications and Records Commission's (NHPRC) Records Program** recently announced its grant application deadlines for Fiscal Year (FY) 1991. Specific types of proposals are considered against each deadline. The deadlines for FY1991 are October 1, 1990, February 1, 1991, and June 1, 1991.

The NHPRC, a statutory body affiliated with the National Archives and Records Administration, is at the center of a growing national effort to guarantee that our documentary records are not lost to the ravages of time and neglect and to ensure that these records are available for all to use.

Through its Records Program, the NHPRC encourages archival repositories, state, local, and tribal governments, historical societies, libraries, academic institutions, and others to act vigorously to locate and preserve documents of national and state historical significance. Commission records projects ensure that these records are saved and made available for public use. The Commission helps assess records conditions and needs, helps develop archival and records management programs, supports the development of advanced archival processes in automation and other technical fields, and provides support for arrangement and description, historical photograph preservation, microfilming, and projects relating to other special materials.

For more information, program guidelines, or to discuss possible proposal ideas, write or call the Records Program, NHPRC (NPR), National Archives Building, Washington, DC 20408, (202) 501-5610.

★★★★

**The Beckman Center** for the History of Chemistry has hosted two meetings to discuss how to document the human genome project and the larger biomolecular science community. Historians of science and archivists specializing in scientific records met to consider how to achieve a twofold purpose of studying the areas of molecular biology and biochemistry, and devising a documentary strategy to ensure that future generations of scholars will also have sufficient records to study. The Beckman Center hopes to act as a facilitator, conducting a pilot study or "probe" and coordinating similar projects by other institutions. Anyone interested in this program is invited to contact Stephanie Morris, CA, Assistant Director, Documentation Strategy, Beckman Center for the History of Chemistry, 3401 Walnut Street, Philadelphia, PA 19104/6228.

★★★★

**The Institute for Great Lakes Research**, a Division of Libraries and Learning Resources at Bowling Green State University, has recently been awarded a grant from the National Endowment for the Humanities to assist the Institute in processing and making available to scholars, students, and the public, significant manuscript and archival collections documenting various aspects of Great Lakes maritime history.

For additional information contact Robert W. Graham, Archivist, Institute for Great Lakes Research, 12764 Levis Parkway, Perrysburg, OH 43551 or phone (419) 874-3907.

**The National Historical Publications and Records Commission** recently announced the following awards granted to institutions in the MARAC region:

- American College of Nurse-Midwives, Washington, DC: to hire a consultant to survey and appraise its records and to establish an archival program for the organization.
- Albany Institute of History and Art, Albany, NY: to implement an archival and records management program for the institute by surveying records, establishing retention schedules and processing materials with archival value.
- The George Washington University, Washington, DC: to organize, describe, and make available two collections: the records of Friendship House, a settlement house located in the District of Columbia, and personal papers and institutional records pertaining to the planning and construction of transportation facilities in the greater Washington, DC, area.
- Baltimore Museum of Industry, Baltimore, MD: to provide access to its manuscript collections of Maryland companies and corporations.
- City University of New York, Hunter College, New York, NY: to arrange and describe six collections at its Center for Puerto Rican Studies, including five collections of personal papers and the records of the United Bronx Parents, an organization advocating quality education for Puerto Rican children.
- County of Shenandoah, Woodstock, VA: to arrange and prepare for microfilming the county's circuit court case files and loose court papers.

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## Announcement of Awards and Grants

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- National Association of Government Archives and Records Administrators, Albany, NY: to publish the self-study preservation planning document, resource guide, and computer diskette products of the Preservation Planning for Archives: A Self-Study Approach project.
- *Thomas A. Edison Papers* (Rutgers, The State University, New Brunswick, NJ)
- *Franklin Jameson and the Development of Humanistic Scholarship in America* (American Historical Association, Washington, DC)
- *The Papers of Jacob Leisler* (New York University, New York, NY)
- *The Papers of Robert Morris, 1781-1784* (Queens College of the City University of New York, New York, NY)

### Subvention Grants:

- *The Black Abolitionist Papers* (The University of North Carolina Press, Chapel Hill, NC).
- *The Papers of James Madison* (The University Press of Virginia, Charlottesville, VA).
- *The Papers of John Marshall* (The University of North Carolina Press, Chapel Hill, NC).

## Working Meeting on Research Issues in Electronic Records

The Minnesota Historical Society announces that a "Working Meeting on Research Issues in Electronic Records" will be held January 24-25, 1991, in Washington, D.C. Funded by a grant from the National Historical Publications and Records Commission (NHPRC), the small working meeting is intended to identify and address research problems and questions relating to information in electronic form, that, if answered, will enable archivists and records managers to carry out their missions; to define and describe projects to answer those questions; and to define priorities for research project funding.

Several key organizations involved in electronic records issues will be invited to send representatives to the meeting; among them are the National Association of Government Archives and Records Administrators, the Society of American Archivists, the Association of Records Managers and Administrators, and the National Archives and Records Administration. Experts in various fields concerning electronic records also will be invited to participate. Applications are being solicited from others who want to attend the meeting.

The meeting participants will produce a report to the NHPRC, which will be widely distributed, describing proposed research projects. Project descriptions will define purposes and objectives, methodologies and tasks, evaluation criteria, appropriate settings, and required resources. The success of the meeting and projects will depend on action by the archival, records management, historical, and other communities in undertaking the research reflecting the meeting's recommendations.

To ensure full professional involvement from the beginning, project director Lila Goff, of the Minnesota Historical Society, and the planning committee are requesting that any individual, institution, or professional association interested in helping to shape the research agenda, submit suggestions about electronic records issues and questions. Questions and topics identified through this process will form the basis for the working meeting's discussions.

Those people wanting to attend the meeting should make application by submitting a letter proposing research topics for the agenda and stating why they want to attend the working meeting and what they can contribute. In order to ensure the meeting's effectiveness, the number of participants is limited. Funds are available for travel and per diem expenses. The deadline for submitting questions and topics to be considered by the group and/or application for participation in the meeting is October 15, 1990. Research questions and letters of application should be sent to Lisa Weber, NHPRC, National Archives-NPR, Washington, DC, 20408. For more information write or phone her at (202) 501-5610.

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**The Oberlin College Archives** will award three grants of up to \$1,000 to cover travel and expenses related to research of scholars and independent researchers using the archives and special collection holdings. Funded through the Oberlin Historical and Improvement Organization of Oberlin, OH, the **Frederick B. Artz Summer Research Grants Program** is in its second year. The archives' holdings include the permanently valuable records of the institution as well as those of individuals, families and organizations affiliated with Oberlin College and/or the town of Oberlin. Included

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are materials on movements with which Oberlin has been associated, such as antislavery, black education, coeducation, missions, and temperance. There are 300 manuscript collections as well as records of local governments. Among the wide variety of materials in Special Collections are antislavery books and pamphlets, Oberliniana, and the Goodkind/Violin Society of America Collection of material related to string instruments. The holdings are rich for the study of liberal arts education in the United States.

For further information, contact Roland M. Baumann, Director, Department of Archives, Oberlin College, 420 Mudd Center, Oberlin, OH 44074. Application deadline is January 15, 1991.

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Do you have some 8×10, 5×7, 4×6, or 3×5 photos or could you have some taken to help illustrate the Society of American Archivists' new manual series? If you do or can, you will receive a complimentary copy of any manual in which your photos appear, and each photo will receive an appropriate line for posterity. Specific photos needed for Mary Jo Pugh's *Providing Reference Services for Archives and Manuscripts* are a document with handwriting difficult to read; archivist speaking to a class; an archives reference interview; form or selection of forms used in archives reference process; historical photographs used in a commercial or public place; an advertisement using historical records; an exhibition of the history of an institution (corporate or otherwise); books resulting from archival research; young people in an archives reading room; teacher or archivist with historical document surrounded by children; National Archives teaching kits; family pedigree chart; family reunion; pamphlets of "sources for genealogists" from various depositories; organization chart for entire organization; sample of repository brochures; shelf of NUCMC; user at terminal of OCLC or RLIN; title page of women's history source; smiling person at reference desk; National Archives brochure on citations; a reading room; a consultation room; tilt-top table in use; book cradle; archivist or user with gloves on handling photos; archivist or user using magnifying glass; archivist or user using tape recorder/player; user placing belongings in a locker; user taking notes with a typewriter or computer; user being registered at a computer terminal; staff members at photo copy machine; users filling out request form; published guides; and/or events at conferences.

Three remaining manuals (of seven total) require photos as well. Anything generally applying to selecting and appraising archives and manuscripts; preserving archives and manuscripts; and/or the vocabulary of archives and manuscripts would be appreciated.

Several MARAC archives will be represented in the first three new manuals. I look toward MARAC representation in all seven. Photos and self-addressed stamped envelope (if you want them returned) should be sent to: Roger W. Fromm, Photo Editor, University Archives, Bloomsburg University, Bloomsburg, PA 17815.

### **Columbia Library School to Close**

On June 4, 1990, the Trustees of Columbia University voted to phase out the School of Library Service over the next two years. It is possible that the Rare Books and Special Collections and the Conservation Education Programs will find new homes elsewhere or will be retained in another part of the university. For further information, please contact Terry Belanger, Columbia University School of Library Service, 516 Butler Library, New York, NY 10027 or phone (212) 854-4734.

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### **Modern Archives Institute for 1991**

The National Archives and Records Administration in cooperation with the Library of Congress, announces the Modern Archives Institute for 1991. The two-week program provides an introduction to archival principles and techniques for individuals who work with personal papers or the records of public and private institutions and organizations. The fee is \$450 and includes publications and instructional materials. For more information, contact Modern Archives Institute, Office of Public Programs (NEE), Room G-10, National Archives and Records Administration, Washington, DC 20408.



## STATE AND LOCAL NEWS

### D.C.

#### **"My Dear Wife" -- Letters From Members of Congress to Their Spouses on Display at Library of Congress**

As the concluding event in its two-year celebration of the 200th anniversary of the United States Congress, the Library of Congress is exhibiting a selection of letters written over the years by members of Congress to their wives. Titled "My Dear Wife; Letters from Members of Congress to Their Spouses, 1791-1944," the exhibition offers insight into the more intimate thoughts and feelings of members of Congress as they went about their duties in Washington.

The exhibition opened in the foyer of the James Madison Memorial Building of the Library of Congress on September 13 and will remain on view through January 15, 1991. Hours for the exhibition are 8:30 a.m. to 9:30 p.m. Monday through Friday, and 8:30 a.m. to 6 p.m. Saturday and Sunday.

### NJ

The New Jersey State Library's deadline for its grant program for preservation and maintenance of library collections is October 15, 1990. The grants will be awarded to assist libraries, archives and historical organizations in the preservation and conservation of collections of historical or special interest, and to promote the care of entire collections through preservation planning.

Applications and guidelines are available through the Publication Offices of the New Jersey State Library, 185 West State Street, Trenton, NJ 08625-0520; (609) 292-2992. For additional information or assistance contact Betty Steckman at the New Jersey State Library at (609) 984-3282.

### NY

#### **New York State Archives Week**

The summer *maa* reported on plans to celebrate New York State Archives Week in New York City. Plans are also being made throughout the state to highlight the activities of museums, historical societies, libraries, community organizations, and other institutions, October 1-7, 1990. In addition, workshops will be held in Western New York on various archival topics. For more information on all of these activities, please contact Heidi Ziemer, Regional Archivist, WNY Documentary Heritage Program, 180 Oak Street, Buffalo, NY 14203 or phone (716) 852-3846.

### PA

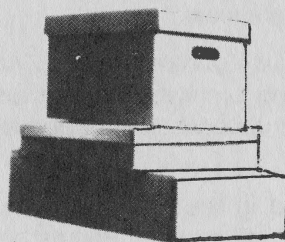
#### **Three County Government Archives Receive Commission Archives and Records Management Grants**

The Schuylkill, Union and York County Archives Departments were awarded \$3,000 grants under the terms of the Pennsylvania Historical and Museum Commission's Local History Grant Program. In each instance, the funds will be used to arrange and describe, preserve, and make available historically valuable records created by county row officers. In Schuylkill County, **Robert T. Fallan**, Deputy Court Administrator and Manager of the County Archives and Records Center, will direct a project designed to ensure the preservation and quick retrieval of Estate Papers dating back to 1849, while York County Archivist **Mary Walter** will supervise a similar project dealing with Orphans' Court Papers covering the period 1749-1860. Records processed under Union County's grant, which include Naturalization Papers, Election Returns, and Road and Bridge Papers dating back to 1814, will be the first historical records to be formally transferred to the county's Archives. This work will be done under the direction of Project Coordinator **Garth Shipman** and Project Director **Ruth Zimmerman**.

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### PENN CENTRAL RAILROAD PROJECT ROLLS TO A CLOSE

The Pennsylvania State Archives' NEH (National Endowment for the Humanities) grant to arrange and inventory the records of the Pennsylvania Railroad Company is over. After three years of intensive processing, description and preservation work by staff from the Division of Archives and Manuscripts, project archivists, volunteers and interns (12,336 hrs.), the 4,800 cubic feet of records are ready for use. Comprising the collection are the administrative and financial records of the Presidents, Board of Directors, Secretary, Comptroller and Treasurer; legal files; motive power and equipment records; and engineering drawings and blueprints showing the construction and details of locomotives, cars, bridges, stations and track routes. In addition, the Archives holds basic administrative and financial records for over 260 subsidiary lines and utility companies controlled by the PRR. Approximately 1,300 series descriptions have been written for these railroad records, and entered into the Research Libraries Information Network (RLIN) database. Due to an asbestos removal and ceiling renovation project, however, the Search Room of the State Archives will be closed for at least 6 months beginning August 1, 1990, and patrons will be unable to gain access to the records until after the Archives reopens.

## Preservation Microfilming



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# Archival Survival

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### CONSERVATION CENTER OFFERS SUBSIDIZED PRESERVATION ASSISTANCE

The Conservation Center for Art and Historic Artifacts is actively seeking applications for a Preservation Needs Assessment Program. Over a three year period, The Center will offer expertise and financial support to small-to-mid-sized local museums, historic homes and other institutions with historic collections. The project is funded by the William Penn Foundation.

The ultimate goal of the program is to better the preservation care of collections in the Philadelphia area. The phases of the Preservation Needs Assessment Program will be as follows:

An initial site visit by The Conservation Center will be conducted to identify the institution's priority preservation needs. This will be followed by a written summary of findings. A specialized consultant will be contracted by The Conservation Center to further examine a specific preservation need and develop solutions for that need. The Conservation Center will assist the staff in the development of a long-range preservation plan. Financial assistance may be provided on a matching basis to address an identified preservation need.

To be considered for participation in The Conservation Center's Preservation Needs Assessment Program, the institutions must be located within the counties of Philadelphia, Bucks, Chester, Delaware, Montgomery, or Camden, and have an historically significant collection available to the public.

The deadline for application is October 15, 1990. Institutions are invited to apply by contacting: The Conservation Center/Preservation Services Office, 264 South 23rd Street, Philadelphia, PA 19103, (215) 545-0613.



## PRESERVATION / CONSERVATION CALENDAR

*October 29: New Brunswick, NJ*

"Fast Forward to Annihilation: Problems in Videotape Preservation," program of the New Jersey Library Association Preservation Section at the NJLA Fall Conference, 3:30 to 5:00 pm. Speakers: Alan Calmas, National Archives and Records Administration; Bill Spangler, Media Librarian, Woodbridge (NJ) Public Library; Susan G. Swartzburg, Preservation Specialist, Rutgers University Libraries. Contact: Danilo Figueredo, Executive Director, NJLA, P.O. Box 1534, Trenton, NJ 08608.

*December 14: Piscataway, NJ*

"The Future of the Past: Preservation of New Jersey's Popular Culture." Seminar co-sponsored by the New Jersey Library Association and Rutgers University Library. Keynote Speaker: David Stam. Fee: \$37.50, including lunch. Contact: Danilo Figueredo, Executive Director, NJLA, PO Box 1534, Trenton, NJ 08608.

*February 28 - March 1, 1991, Washington, DC*

Course on environmental conditions for libraries and archives, designed for teams of librarians/archivists and physical plant managers, as well as individuals. Co-sponsored by the Commission on Preservation and Access and the Association of Physical Plant Administrators of Universities and Colleges (APPA). Contact: Kathy Smith, Director of Educational Programs, APPA, 1446 Duke Street, Alexandria, VA 22314-3492.

*March: New York City*

International Federation of Library Associations/International Council of Archives (IFLA/ICA) Seminar on Research and Development in Preservation.

## PRESERVATION NEWS

### THE PRESERVATION EDUCATION PROBLEM: LOOKING FOR SOLUTIONS

At this spring's MARAC conference in New Brunswick, I participated in a panel on education in preservation for archivists. Since I am neither an archivist nor a preservation specialist, I approached my assignment with considerable trepidation, and subtitled my presentation, "An Outsider's Perspective." Specifically, my point of view is that of a director of a continuing education program for librarians and other information specialists, and my major contention is that much of the education and training designed for librarians is equally suitable for archivists. To my relief, no one in the audience took serious umbrage with what I had to say, and many seemed to agree. The full text of my talk will be published in the MARAC symposia volume on preservation and archives (in press, edited by Janet Gertz and Lee Stout), but this column is an opportunity for me to summarize some of the comments I made and the feedback I received.

A key point was that neither archivists nor librarians can learn enough about preservation during their pre-professional education. Master's curricula in library science generally are too crowded to give adequate attention to preservation, although more programs are including courses on it. Graduate programs in archival education are not widely available, and individuals entering this specialty come with widely varying preparation.

Consequently, most preservation learning must take place through on-the-job training and continuing education. Fortunately, there are many workshops and short courses available from a considerable range of sources. There are some serious problems, however. Some aspects of preservation are covered repeatedly by the various continuing education providers for different audiences, while others are hardly ever touched. It is difficult to find out what is being offered. Some training is said to be so superficial as to be worse than none. Rational sequencing of topics, from basic through advanced, is the exception rather than the rule. Questions about quality and effectiveness have been raised. Overall, one has to draw the conclusion that there is considerable waste of resources.

The solution lies in closer cooperation among those who share a concern about preservation education. Professional associations in the fields of archives, libraries, historical societies, records management, museums, etc., would all need to play a role in creating a mechanism for coordination. The following steps seem to me to be essential. First, we need to assess what is in place and to evaluate the quality and usefulness for specific audiences. For example, how many disaster planning workshops are being offered and for which target audiences are they intended? Which is best, and can it serve audiences as well? Once the assessment of existing educational opportunities is done, the next step is to decide which ones should be kept as they are, which should be improved or modified, and which are dispensable. The gaps must be identified and proposals for filling them drawn up.

Next, the development and delivery of new offerings must be delegated to the appropriate, qualified providers. Once a "curriculum" is in place, one adequate in range and depth to meet the needs of the combined audiences, then a concerted effort to publicize the offerings must be made. A complete roster of learning opportunities must be disseminated to the entire spectrum of professions with a need to know, from archivists to historical society administrators. Finally, the coordinating group needs to

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(Continued from p. 10)

continuously monitor the entire program, relying on standardized feedback from participants and regular review of syllabi. Ideally, there would be occasional follow-up evaluations to determine the impact on preservation practice.

How might such a coordinating mechanism be established? The Commission on Preservation and Access seems to me to be the most likely convener of a group of representative parties, although it is not prepared to take on the role of administering a coordinating function. The National Archives has been suggested as a possible locus for a clearinghouse, and other ideas might surface. It would be impossible to maintain an effort such as I have described without some sort of permanent "headquarters." Finding an organization willing and able to assume the coordinating role is the major challenge facing those who have a serious interest in creating an effective system of continuing education in preservation.

Meanwhile, individuals who are seeking such education can track down what is available, as long as they are willing to spend time and effort. The providers comprise professional associations such as the Society of American Archivists, the American Library Association, the Guild of Book Workers, etc.; academic institutions; conservation centers; library consortia; state and federal agencies; ad hoc groups; individual institutions; and vendors. It is also possible for the self-directed learner to map out his or her own course of study, using publications, videos, and visits to places with model programs in place. There are considerable advantages to learning on one's own: the where, when, and how are controlled by the learner; the cost is often far less; the content can be tailored precisely to fit the learner's need. The disadvantages include lack of expert advice on the best sources for accurate and current information; and little feedback and opportunity for interaction with others sharing similar problems.

For those who prefer to learn in a group situation rather than on their own, and who want a well-planned course of study under expert direction, the Rutgers School of Communication, Information and Library Studies Professional Development program is one of the options available. We have developed a series of short courses and workshops which take the learner from the basics of preservation planning through specialized aspects such as pest control. The program is geared to serve the needs of the administrator who has to make decisions about preservation and treatment, and does not attempt to produce technical experts. The goal is to give participants enough background to be able to know what can be done in-house and what requires the use of specialized technical assistance. In preservation, more than in other areas, a little knowledge can be a dangerous thing, and we constantly seek to demonstrate the complexities and hazards encountered in the process of implementing a preservation program. Because of our focus on what administrators need to know, most of the workshops in our series are suitable for archivists, records managers, librarians, and anyone who is responsible for the preservation of collections of materials.

The first course is a three-day introduction, "Preservation Management: Planning for Preservation," taught by Susan Swartzburg and Evelyn Frangakis. Following a two-day review of fundamental concepts -- proper care, handling and storage of materials; environmental concerns; options for preservation and conservation -- participants return to their institutions and conduct a preliminary preservation survey of their facilities, collections, procedures, policies, and staff responsibilities. They then come back to Rutgers for a third day in order to receive feedback on the surveys to discuss

## LETTERS

The Honorable Robert C. Byrd  
Chairman, Committee on  
Appropriations  
U.S. Senate

The Honorable Jamie L. Whitten  
Chairman, Committee on  
Appropriations  
U.S. House of Representatives

Dear Senator Byrd  
& Congressman Whitten:

I write to you representing the concerns and interests of professional archivists and manuscripts curators in West Virginia and six other Middle Atlantic states and the District of Columbia. The nearly 1,000 members of the Mid-Atlantic Regional Archives Conference urge your support in this fall's conference committee for vital funding for the National Archives and Records Administration (NARA), including the grants program of the National Historical Publications and Records Commission (NHPRC).

My understanding is that both House and Senate appropriations subcommittees have approved Treasury, Postal Service, and General Government Appropriations bills which include funding for NARA and NHPRC. However, the amounts recommended for the NHPRC appropriations differ. We would strongly urge that the \$6.5 million marked-up in the Senate version be adopted in the conference committee's deliberations.

In a resolution passed by the Mid-Atlantic Regional Archives Conference, it was noted that the National Archives is underfunded to carry out mandated responsibilities to preserve and make available for use the documents which both guarantee our rights as citizens and help us to understand our nation's past. Furthermore, funding for the NHPRC grants program is crucial to the National Archives' leadership across the nation in

(Continued on p. 12)



## LETTERS

(Continued from p. 11)

helping local repositories to identify and preserve valuable historical records. That resolution, passed by the business meeting of MARAC before Senate action on the bill, urged consideration of a \$150 million appropriation for NARA in FY'91. We still believe this is essential.

The work of the National Archives is crucial for both administrative efficiency and accountability to the people. On behalf of MARAC, I ask your consideration of these issues and positive action in providing NARA with the resources it needs to accomplish its mission.

Sincerely,

Leon J. Stout  
MARAC Chair



YEATON-FAIRFAX HOUSE

### ATTENTION:

All those planning to attend the fall conference should remember to take their printed programs to Alexandria. Additional copies will not be available.

### THE PRESERVATION EDUCATION PROBLEM: LOOKING FOR SOLUTIONS (Continued from p. 11)

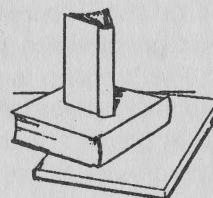
their experience with the process, and to set objectives for further planning. "Disaster Planning and Recovery" (two days) is another fundamental mini-course, giving students enough guidance to begin their own plan. Other short courses and workshops cover environmental controls and physical plan, preservation microfilming, non-print materials, commercial binding, pest management, funding and grantsmanship, and information preservation and access policies. Some treatment workshops are included, but our primary thrust in these is to have people learn what not to attempt in-house and to understand when to call on specialists. None of these offerings is limited to any particular institutional audience, and the entire series is designed in view of the fact that most institutions will not be able to afford a preservation specialist, but will have to disperse preservation responsibility among staff, under the direction of a knowledgeable chief administrator.

At this time, we have piloted several of the basic courses, and plan to add one or two specialized ones each semester. For example, we are currently developing an environmental and physical plant audit workshop for next spring, to be led by Paul Banks. The cycle will be repeated every few years, and a certificate will be presented to individuals who complete one hundred hours in three years. To receive information about scheduled workshops, contact me at Rutgers SCILS, 4 Huntington Street, New Brunswick, NJ 08903. The phone number is (908) 932-7169. I would also be interested in hearing from archivists about their reaction to the idea of an inter-professional coordinating effort in preservation education.

Jana Varlejs  
Rutgers University

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## REFERENCE SHELF

### Archival Gold

*Archival Gold: Managing & Preserving Publishers' Records* is now available from The Canadian Centre for Studies in Publishing, Simon Fraser University at Harbour Centre. Written by archivist Laura Coles, this practical guide describes a records management system for publishers and offers advice on identifying a suitable archival repository. Intended to help ensure that the history of Canadian publishing is available for future generations, *Archival Gold* also describes how to improve office organization, save money, and increase efficiency.

Persons responsible for the management and preservation of records in a variety of settings - historical societies, corporate libraries, etc. - will find that *Archival Gold* provides many useful recommendations.

Single copies: \$6.25 including postage and handling. 69 pp., paper. ISBN 0-86491-084-3. Order from The Canadian Centre for Studies in Publishing, Simon Fraser University at Harbour Centre, 515 West Hastings Street, Vancouver, V6N 5K2.

\*\*\*\*

### Directory of Canadian Archives

The C.C.A. has published a *Directory of Canadian Archives*. The publication is available for \$8.00 to Provincial and Territorial Council members as well as members of A.C.A. and A.A.Q. The cost to others is \$15.00. Copies are available from the following address:

Canadian Council of Archives  
334 Wellington Street, Room 4101  
West Memorial Building  
Ottawa, Ontario  
K1A 0N3

\*\*\*\*

### Manuscripts Guide Available

The University Libraries, State University of New York announce the availability of a *Preliminary Guide to Manuscripts and Archives in the University Libraries*. This indexed, 96-page repository guide includes descriptions of more than 400 manuscript and record groups in the department of Special Collections and Archives. The materials are grouped in four areas: (1) Archives of Public Affairs and Policy (chiefly records of political-interest groups, professional associations, and labor unions concerned with New York State public policy issues since 1950); (2) German Intellectual Emigre Collection (papers of writers, social scientists, and other academic emigres from Nazi Germany who settled in the United States in the 1930s and '40s); (3) Manuscript Collections (chiefly New York State local history manuscripts and business records); and (4) University Archives (records of the University at Albany and its predecessor institutions back to the founding of the New York State Normal School in 1844).

Copies are available postpaid for \$12.50 (payable to the University at Albany Fund, Inc. - Library Development Fund) from Special Collections at Archives/University Library/University at Albany, State University of New York, 1400 Washington Avenue, Albany, New York 12222.

## PEOPLE

**Elsalyn Palmisano-Drucker** has been named Director of the West Long Branch, NJ Public Library.

**Donn C. Neal** has been named External Affairs Officer at the National Archives. He was formerly Executive Director of the Society of American Archivists.

**Gerald W. George** has been appointed as Executive Director of the National Historical Publications and Records Commission. He formerly served as Director of the American Association for State and Local History.

At the Library of Congress: **Paul G. Sifton** and **Oliver H. Orr**, historical specialists in early American history and the Civil War and Reconstruction periods respectively, have retired; **Kenneth E. Harris** has been appointed director for preservation; **Alice L. Birney** has transferred from the Subject Cataloging Division to become a specialist in American Literature in the Manuscript Division; **Karen A. Stuart** has moved from the Maryland Historical Society to become an archivist in the LC Manuscript Division's Preparation Section; and **Michael J. Klein**, formerly of the California State Archives, has joined the staff of the LC Manuscript Division's Reference and Reader Services Section.

The Conservation Center for Art and Historical Artifacts (CCAHA), Philadelphia, has appointed **Linda V. Ellsworth** as its new Executive Director. She has most recently been the Director of the Mid-Atlantic Regional Office of the National Trust for Historic Preservation.

We are sorry to announce the following deaths: **Roy P. Basler** who retired from the manuscript division of the Library of Congress in 1974, died October 25, 1989. **Robert Brookhart**, assistant to the Archivist of the United States, died in May 1990 at the age of 53. **Chester M. Lewis**, retired chief librarian and director of archives for the *New York Times*, died in May 1990.





### Research Collections Guide Still Available

Recently a Detroit, Michigan reference book publisher advertised a hard-bound edition of the *Guide to Research Collections of Former United States Senators, 1789-1982*. Their price is \$225. A paper-bound edition of the identical *Guide* is still available free of charge from the Senate Historical Office, Washington, DC 20510.

\*\*\*\*

### County Hall of Records Announces Publication of Teaching Packet

The Albany County Hall of Records has published the teaching packet, *Albany County in the Constitutional Era 1783-1815: Who Were the People? What Was It Like?*. This packet focuses on the towns' and City of Albany's history approximately 200 years ago and how the U.S. Constitution effected them.

Funding for this teaching packet came from the second grant received from the New York State Commission on the Bicentennial of the U.S. Constitution. The first grant from this commission funded the record survey, *World Our Fathers Made*, the findings of which were the basis for this teaching aid.

The contextual organization is such that the students (fourth grade and up) will have a heightened understanding of the people and the daily occurrences of the times.

The folder, which houses 17 visuals and a teacher's manual will be distributed to all elementary schools within Albany County in early 1990. For further information please contact Mary Vines at the Hall of Records, (518) 447-4500.

## REFERENCE SHELF

### TIP Papers

NARA has encountered and dealt with a variety of archival problems. The results of NARA's experience are made available to the public in **Technical information papers (TIPs)** which can be ordered from National Technical Information Services (NTIS), Springfield, VA 22161.

The most recent addition to the series is TIP no. 8, **A National Archives strategy for the development and implementation of standards for the creation, transfer, access, and long term storage of electronic records of the federal government**, dated June 1990. Based upon a NARA-contracted report by the National Institute of Standards and Technology on the role of standards for electronic records management and archives, this technical information paper outlines NARA's strategy for dealing with the coordination of guidelines, standards, and policies for electronic records.

The earlier TIP papers are listed below with their NTIS order number:

**TIP 1: Speech pattern recognition, optical character recognition, digital raster scanning: technology assessment report.** By Charles M. Dollar and William L. Hooton. 1984. NTIS PB87-125217

**TIP 2: The MARC format and life cycle tracking at the National Archives: a study.** By Edie Hedlin and Thomas E. Weir, Jr. 1984. NTIS PB87-126256

**TIP 3: Cold storage for color film materials.** By William Thomas Murphy. 1986. NTIS PB87-125225

**TIP 4: 3480 Class tape cartridge drives and archival data storage: technology assessment report.** By Thomas E. Weir, Jr. 1988. NTIS PB88-233135

**TIP 5: Archival copies of thermofax, verifax and other unstable records.** By Norvell M.M. Jones. 1990. NTIS PB90-171836

**TIP 6: Preservation of archival records: holdings maintenance at the National Archives.** By Mary Lynn Ritzenthaler. 1990. NTIS PB90-168733

**TIP 7: National Archives preservation research priorities: past and present.** By Kenneth E. Harris, Susan Lee-Bechtold, William K. Wilson, Charles W. Mayn, William M. Holmes, and Alan R. Calmes. 1990. NTIS PB90-206210

\*\*\*\*

The **Archives Library Information Center** has published two recent bibliographies:

*Disaster Planning*, compiled by Linda Holland Chruchville and Catherine Hale;

*Administration of Preservation Programs in Archives*, compiled by Paul Conway.

They are available from ALIC, National Archives, Washington, DC 20408 or phone (202) 501-5423.



## REFERENCE SHELF


*A Directory of Sources For Air and Space History: Primary Historical Collections in United States Repositories: A Preliminary Edition* has been published by the Smithsonian Institution's National Air and Space Museum. The *Directory* is intended as an interim working tool for the archival and research communities and will serve as the basis for a more comprehensive computer database of sources.

The scope of the *Directory* covers the activities of individuals and institutions associated with air and space history, encompassing social, political, economic, scientific, and technological aspects of the two fields. Only collections in U.S. repositories are described, although the collections themselves may be international in scope. Chronological coverage extends from early balloon experimentation in the 19th century to aviation and space activities to around 1980. The *Directory* describes only primary source materials. Represented in the volume are a wide range of traditional and technical material types and formats; these may include: manuscripts, photographs, negatives, blueprints, technical manuals, pilots' logbooks, charts, diaries, correspondence, scrapbooks, motion picture, video records, sound recordings, oral histories, electronic data and other types of material.

Single copies will be provided free of charge in response to written requests which include the requester's address label. For further information, please contact Martin J. Collins, Co-Director, Glennan-Wess-Seamans Project for Research in Space History, National Air and Space Museum, Smithsonian Institute, Room 3554, Washington, DC 20560 or phone (202) 357-2828.

*Management of Recorded Information: Converging Disciplines* consists of the proceedings of the International Council on Archives' Symposium on Current Records held May 15 -17, 1989. Proceedings of the various sessions, addresses, and discussions are preceded by abstracts of each. Topics covered are records and administrative processes; emerging computer environments and the future of information management; management of "grey" literature; visual data bases; management of moving-image and sound records; management of digital geographic and computer-aided design and drafting records; management of machine-readable data; and several other related subjects. The proceedings can be ordered from K.G. Saur Verlag, 245 West 17th Street, New York, NY 10011. The cost is approximately \$43 Canadian.





*Rachel P. Maines  
and Associates*

ARCHIVES DIVISION


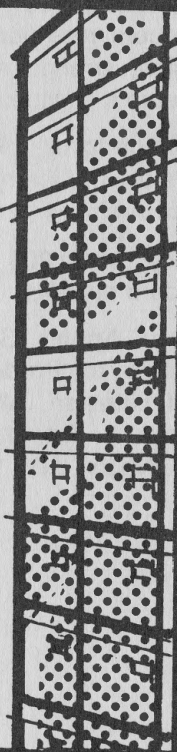
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## EMPLOYMENT OPPORTUNITIES

The Thomas A. Edison Papers is seeking an editorial associate to organize, select, and index documents in the archives of the Edison National Historic Site, West Orange, NJ and to prepare them for microfilm publication. M.A. in history is required. Background in nineteenth-century American history and documentary editing is preferred. Background in history of business, technology, or science and/or archival training and experience are desirable. Send resume and three letters of recommendation to Thomas A. Edison Papers, Rutgers University, New Brunswick, NJ 08903. Application deadline: November 12, 1990. An Affirmative Action, Equal Opportunity Employer.

\*\*\*\*

### **Project Archivist, Albany Institute of History & Art, Albany, NY**

18-month, NHPRC-funded project.  
Full-time, temporary position

**Starting:** November 1990.

**Responsibilities:** Appraise, develop record retention schedules, accession, arrange and describe the museum's institutional records.

**Qualifications:** Master's degree in History or Library with specialization in Archives.

**Salary:** \$30,000 for 18 months, standard benefits.

**How to Apply:** Send letter of application to Prudence Backman, Chief Librarian, Albany Institute of History & Art, 125 Washington Ave., Albany, NY 12210.

### **Consultants Needed**

The Local Government Records Bureau of the New York State Archives and Records Administration (SARA) is compiling information on records management consultants who are interested in working for local governments in New York State.

The Local Government Records Bureau operates two programs sustained by the New York State Local Government Records Management Improvement Fund. These programs include regional advisory services in nine field offices around the State and a program of competitive grants-in-aid to local governments for records management improvement. These grants-in-aid are likely to total from four to six million dollars annually to local governments seeking to establish or enhance their programs of records management and archival administration. Nearly 300 such projects are presently underway in local governments across New York State.

Consultants will be needed for local governments awarded grants under the Fund. While consultants may be needed in almost any area of records management and archival administration, there will be a special need for consultants in records inventorying, needs analysis, and program planning and development.

SARA invites consultants with experience in records management and/or archival administration to express their interest in serving as consultants to New York's local governments by completing a questionnaire and returning it to the State Archives and Records Administration. The completed questionnaires will be made available to local governments upon request through SARA's office in Albany and its nine regional advisory offices.

SARA will not endorse or comment on the questionnaires and will not endorse any consultant. The intention is to provide helpful information to local governments.

Questionnaires may be obtained from and returned to:

Gloria A. Bartowski  
Local Government Records Bureau  
State Archives and Records Administration  
10A63 Cultural Education Center  
Albany, New York 12230  
Phone: 518-474-6926

\*\*\*\*

### **Executive Director, Society of American Archivists**

Located in Chicago, the national professional association of archivists seek an Executive Director to direct all major activities, develop financial resources, and represent the Society to diverse constituents. A detailed position description will be furnished to applicants. Qualifications include demonstrated appreciation of culture institutions, administrative experience, and financial planning skills. An advanced degree and knowledge of archival work is preferred. The minimum salary is \$50,000 plus benefits. To apply, send a letter, a vita, and the names of three references by September 30, 1990, to: John Fleckner, Screening Committee, Archives Center C340, National Museum of American History, Smithsonian Institution, Washington, DC 20560. Duties will begin no later than June 1, 1991.



## EMPLOYMENT OPPORTUNITIES

### ARCHIVIST-CATALOGER

United States Holocaust Memorial Museum Archives  
2000 L Street, N.W., Suite 717  
Washington, DC 20036

**Major Duties:** Working under the supervision of the Chief Archivist of the United States Holocaust Memorial Museum Archives, the Archivist-Cataloger will perform the following professional archival functions: cataloging of Holocaust-relevant records (including accessioning, arrangement and description), reference service, and preservation.

**Summary of Required Qualifications:** Incumbent must have proven competence in written and oral expression, a solid knowledge of 20th century history (with emphasis on Europe and Germany), reading knowledge of one or more major European languages (German at a minimum), and a basic knowledge of word processing and personal computer use and techniques. Through formal or on-the-job training, incumbent must acquire (or supplement) a knowledge of archival principles and techniques.

**Salary:** \$25,000 per year, plus benefits.

**How to Apply:** Please submit a resume to: US Holocaust Memorial Museum Archives, 2000 L Street, N.W., Suite 717, Washington, DC 20036 Attention: John Ferrell, Chief Archivist. For further information on this position, call John Ferrell or Brewster Chamberlin, (202) 822-6464.



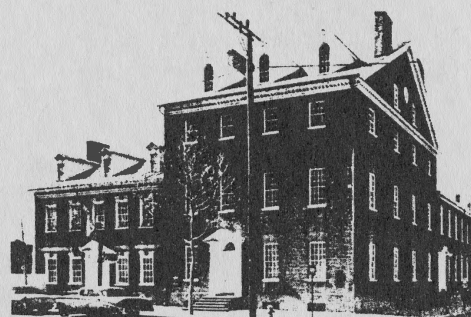
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### New York City Department of Records and Information Services Municipal Archives Division

#### Conservation Unit Supervisor:

Supervise in-house conservation treatment facility. Develops survey and treatment procedures; trains, supervises, schedules work of subordinates; prepares budget requests; orders and maintains supplies and equipment; monitors environmental conditions; prepares reports; assists administrative staff develop policies and procedures concerning preservation of historical records.

**Salary:** \$35,256 - \$43,820.

**Qualification Requirements:** (1) MA in Library Science, Preservation Administration or related field and 2 years full-time experience in archival or library materials preservation, one year of which must have been in a supervisory capacity; or (2) Education and/or experience equivalent to (1) above. However all candidates must have a Masters and supervisory experience. (3) NYC residency required within 90 days of appointment.

**How to Apply:** Write or call: Kenneth R. Cobb, Director, Municipal Archives, 31 Chambers Street, 101, New York, NY 10007, (212) 566-5824



**MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE**  
**Treasurer's Report, 1990-91 Fiscal Year**

**FIRST QUARTER,**  
**June 1 to August 31, 1990**

Category	Budget FY90-91	1st Quarter	Budget %	1990-91 Y.T.D.	Variance	1989-90 Actual
<b>REVENUE &amp; SUPPORT</b>						
Membership Dues	\$ 9,000.00	\$ 632.00	7%	\$ 632.00	(\$ 8,368.00)	\$ 8,848.00
Publication Sales	\$ 1,000.00	\$ 268.00	27%	\$ 268.00	(\$ 731.60)	\$ 653.85
Pub. Advertising	\$ 1,500.00	\$ 100.00	7%	\$ 100.00	(\$ 1,400.00)	\$ 1,699.00
Bank Interest	\$ 2,000.00	\$ 232.32	12%	\$ 232.32	(\$ 1,767.68)	\$ 2,127.99
Conferences	\$ 8,000.00	\$ 8,504.10	106%	\$ 8,504.10	(\$ 504.10)	\$ 9,141.43
Misc. Income	\$ 280.00	\$ 40.00	14%	\$ 40.00	(\$ 240.00)	\$ 160.00
Total Revenue & Support	\$ 21,780.00	\$ 9,776.82	45%	\$ 9,776.82	(\$12,003.18)	\$ 22,630.27
<b>EXPENSES</b>						
Admin. & General	\$ 1,960.00	\$ 88.76	5%	\$ 88.76	(\$ 1,871.24)	\$ 2,243.43
Membership	\$ 2,000.00	\$ 328.18	16%	\$ 328.18	(\$ 1,671.82)	\$ 1,498.55
Committees	\$ 2,650.00	\$ 400.49	15%	\$ 400.49	(\$ 2,249.51)	\$ 1,749.78
Conferences	\$ 2,000.00	\$ 912.12	46%	\$ 912.12	(\$ 1,087.88)	\$ 1,282.74
Publications	\$ 12,860.00	\$ 1,614.00	13%	\$ 1,614.00	(\$11,246.00)	\$ 9,132.00
Awards	\$ 300.00	\$ .00	0%	\$ .00	(\$ 300.00)	\$ 200.00
Other Expenses	\$ .00	\$ .00	0%	\$ .00	\$ .00	\$ .00
Total Expenses	\$ 21,770.00	\$ 3,343.55	15%	\$ 3,343.55	(\$18,426.45)	\$ 16,106.50
NET INCOME or (NET LOSS)		\$ 6,433.27				

SUMMARY	Fund	Opening	Credits	Debits	Closing
Opening Balance					
Income	Current	\$ 10,228.40	\$ 9,776.82	\$ 10,343.55	\$ 9,661.67
Expenses	Endowment	\$ 3,000.00	\$ .00	\$ .00	\$ 3,000.00
	Reserve	\$ 14,883.16	\$ 7,000.00	\$ .00	\$ 21,883.16
Closing Balance	Surplus	\$ .00	\$ .00	\$ .00	\$ .00
	Totals	\$ 28,111.56	\$ 16,776.82	\$ 10,343.55	\$ 34,544.83

Cash Accounts	
Checking	\$ 2,443.04
Money Market	\$ 19,101.79
C/D	\$ 13,000.00
	<u>\$ 34,544.83</u>



## MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

### Steering Committee

July 30, 1990

Baltimore, Maryland

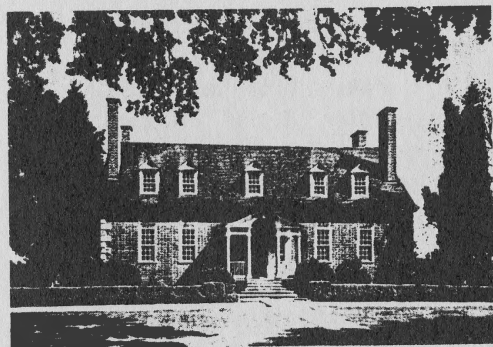
**IN ATTENDANCE:** Debra Basham, Charlotte Brown, Lauren Brown, David Carmichael, Lucious Edwards, Jr., Tom Frusciano, James Harwood, L. Rebecca Johnson, Jodi Koste, Richard Lindemann, Julie Morgan, Gerry Phillips, Betsy Pittman, Tim Pyatt, Lee Stout, Cynthia Swank, George Tselos

Lee Stout, Chair, called the meeting to order at 10:14 a.m.

1. **APPROVAL OF MINUTES:** The minutes were approved after it was noted (1) that Ervin Jordan's name was misspelled and (2) that it had been decided that the child care fee be temporarily rescinded, and the *ad hoc* committee for child care had been asked to investigate MARAC's legal liability in providing care.
2. **CHAIR'S REPORT:** Lee Stout reported the following:
  - Janet Linde, representative for Washington, DC, has resigned her office because she is moving to New York.
  - The Maryland Caucus has written to Kurt Schmoke, Mayor of Baltimore, urging him to provide staffing in the City Archives; there was consensus among the Steering Committee that the Chair of MARAC should write as well.
  - SAA has invited MARAC to participate in the regional table in the exhibit area during SAA's fall meeting. Charlotte Brown volunteered to help staff the booth.
3. **VICE CHAIR'S REPORT:** Jodie Koste reported the following:
  - Karl Niederer has submitted the final report of the Program Committee for the May meeting. There were 72 registrants for the 4 workshops and 275 conference registrants.
  - Ron Becker has submitted the preliminary report of the Local Arrangements Committee for the May meeting. In addition to the registration fees for 264 paid registrants, receipts included \$1,800 in exhibitors fees and donations and \$4,020 in in-kind contributions. It was noted that \$222.50 was spent on care for 3 children of 2 MARAC members. The conference showed a profit of \$8,804.10.
  - Jim Byers will be mailing registration materials for the Alexandria meeting (November 1-3) by the beginning of September. Don Harrison chairs the Program Committee, and the theme will be automation.
  - The spring 1991 meeting will be held at the Radisson in Wilmington, Delaware, May 2-4. The Program Committee, chaired by Charlotte Brown, has selected ethics, security and the law as a theme.
  - The fall 1991 meeting will be at the Marriott in Roanoke, Virginia, November 7-9. Gregg Kimball, The Valentine Museum, is chairing the Program Committee, and John Straw, Virginia Polytechnic Institute, the Local Arrangements Committee.
- Jodi Koste has received a proposal from the city of Buffalo to hold the fall 1992 meeting there. It was moved and seconded to hold the meeting in Buffalo, and the motion passed.
- The meeting handbook was updated in June and will be made available at the fall meeting.
- Jim Byers has raised the issue of filing for tax-exempt status in each MARAC state in order to avoid state taxes. The Finance Committee will investigate.
- As Spring 1992 will be MARAC's twentieth anniversary, the Local Arrangements Committee for the Pittsburgh meeting was requested to work with the Meetings Coordination Committee to arrange for a celebration.
4. **SECRETARY'S REPORT:** Julie Morgan distributed updated copies of the list of officers, representatives and committee chairs and requested corrections.
5. **TREASURER'S REPORT:** Cynthia Swank distributed copies of the financial report for the fourth quarter of fiscal year 1989-90, through May 31, 1990, and discussed both income and expenditures. According to the IRS, MARAC's budget year ends in October, when it actually ends in June; this will need to be reconciled by an accountant and will be discussed at the Finance Committee meeting.
6. **EXECUTIVE SECRETARY'S REPORT:** Richard Lindemann reported that the membership directory is formatted, but requires some changes. Prices for the publications leaflet are

(continued on p. 20)

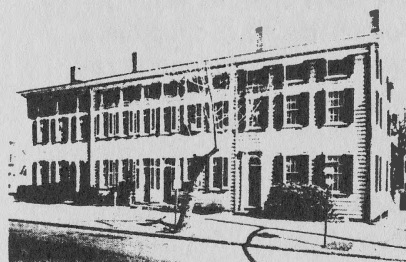




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ROBERT E. LEE HOUSE AND HALLOWELL SCHOOL

## Steering Committee *(continued)*

### EXECUTIVE SECRETARY'S REPORT *(continued)*

still being worked out, so it is not at press yet. The dues renewal form will go out at the end of August. It was agreed that the Membership Committee should be charged with studying membership renewal to determine why people do not renew their membership.

7. **ARCHIVIST'S REPORT:** Lauren Brown reported that in January his repository will be moved and, with it, the MARAC archives.
8. **NEWSLETTER EDITOR'S REPORT:** Ron Becker was not present, but it was noted that September 1 is the deadline for the next issue of the *Mid-Atlantic Archivist*.
9. **OLD BUSINESS:** The question of liability of MARAC officers was raised once again. Cynthia Swank will investigate these questions, discuss the matter in Finance Committee and report back to the Steering Committee and the general membership at the fall meeting.
10. **NEW BUSINESS:**

- a. Ervin Jordan's Proposal for the Establishment of a Fellows Program

The Steering Committee discussed the proposal, particularly differences between Jordan's proposed program and the existing Service Awards, and how the Awards might be modified to include continuing recognition as well as the one-time honor of an awards ceremony. Richard Lindemann offered the following motion: The Steering Committee thanks Ervin Jordan for the thought and time that he devoted to his proposal and, noting that its particular intent is to honor MARAC's founders, refers the proposal to the Outreach Committee. The Steering Committee, however, declines to endorse the general thrust of the proposal to institute a formal, ongoing fellows program. The motion was seconded and passed.

- b. Status of Committee

The membership of each committee was reviewed, and names were suggested to augment those committees in need of more members.

- c. Long Range Planning Issues

It was determined that it is time for MARAC to conduct a self-study, assess the organization's strengths and weaknesses, and identify goals and priorities. An *ad hoc* committee on long-range planning was formed composed of Geraldine Phillips (chair), David Anderson, David Carmichael, Jodi Koste, Cynthia Swank and George Tselos.

The next meeting of the Steering Committee will be held on Thursday, November 1, 5:30-7:30 p.m., in Alexandria, Virginia.

Lee Stout adjourned the meeting at 2:07 p.m.

Respectfully submitted,

Julie Morgan,  
Secretary





## SESSION ABSTRACTS

Effective with the Fall 1990 meeting, Duncan O. McCollum has been named Session Abstract Editor for the *maa*. He replaces Cynthia Swank who now serves as MARAC's treasurer. Cynthia was the first to take on Session Abstracts and has done an outstanding job of relating the essence of the MARAC sessions in the newsletter. Duncan has been Senior Archivist at the New York State Archives and Records Administration since 1983 and served on the Spring 1989 MARAC Program Committee. Many thanks to Cynthia for a job well done and welcome aboard to Duncan. Anyone wishing to volunteer their services in this area should contact him at the State Archives and Records Administration, State Education Department, Albany, NY 12230 or phone (518) 474-8955.

### COOPERATIVE PRESERVATION INITIATIVES

*Reported by Robert E. Coley*

Chair Maxine Sitts introduced the immense problems of preserving the nation's literally crumbling heritage by summarizing the work of the Commission on Preservation and Access. She drew parallels between the Commission's brittle book program for libraries and the deteriorating records in archival repositories.

Rebecca Ebert, The Handley Library, outlined the work of the Virginia State Library and Archives through the Virginia Conservation Survey Regrant Program. It has developed an action plan for the state, set up regional groups of libraries and repositories, and sponsored six disaster response workshops. Four preservation workshops and a statewide preservation conference also are planned.

Gary Saretzky, Educational Testing Service, summarized New Jersey efforts on the institutional, regional, and state level. Examples include grants to microfilm local newspapers and city directories of communities along the Jersey shore; library cooperatives to share resources that led to preservation workshops and founding of the Princeton Preservation Group; and the CAPES project, sponsored by the New Jersey Historical Commission and the New Jersey Caucus of MARAC, which provides consultant services to assist organizations in determining their needs and communicating that information in grant proposals.

Melissa McAfee, Colgate University, discussed cooperative efforts in central New York State, including the NYS Discretionary Grant Program which funds projects at repositories that have materials unique to the state. She also showed how the Central New York Library Council's preservation committee contributed to awareness of preservation by sponsoring workshops and other projects.

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Sitts noted the common elements in the presentations -- taking advantage of existing organizations and networks, doing surveys, developing education programs at the grass-roots level, and involving people outside the archival repository or library.

### NON-PROFIT CONSERVATION SERVICE AGENCIES

*Reported by Robert W. Stewart*

Janet Gertz, Columbia University and chair of the session, introduced the three speakers, C. Lee Jones, Mid-Atlantic Preservation Service (MAPS), Mary Elizabeth Ruwell, Northeast Document Conservation Center (NEDCC), and Glen Ruzicka, Conservation Center for Art and Historic Artifacts (CCAHA), and noted the vital services these agencies provide.

MAPS, after the Library of Congress and the National Archives, is the largest preservation microfilming agency in the U.S. Its purposes are to produce archival quality microfilm, to lower and control preservation costs, and to make available a variety of alternative end-user products. Services currently offered include 35mm and 16mm preservation microfilming, 105mm microfiche production, duplication and cleaning of clients' films, and the storage of print masters. In the near future MAPS expects to provide color microfilming, conversion of film to fiche, full frame fiche, film inoculation or sulfiding treatment for the prevention of redox blemishes, and bibliographic services. MAPS moved into a larger facility this year and now has environmentally controlled and protected storage for up to 250,000 print masters. MAPS serves only institutional clients.

NEDCC was the first regional conservation center, founded by state agencies in New England and the Mid-Atlantic, but it now serves clients throughout the U.S. including individuals and institutions. Paper conservation is the NEDCC's major activity, and the organization recently added a wallpaper conservator to its staff. NEDCC also has a bindery and a photographic preservation department that has expertise in working with glass, nitrate and diacetate negatives. NEDCC does field surveys of buildings, environments, and collections; provides microfilming

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## SESSION ABSTRACTS

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services; offers workshops and educational programs; and maintains a hotline for disaster assistance.

CCAHA specializes in the conservation of paper-based artifacts. It is a single item, fine art conservation center and does not do microfilming. The center does work on rare books, wallpapers, and all types of art work on paper. It creates portfolio, book, and phase boxes, does mylar encapsulation, and can work on large objects. CCAHA also conducts surveys: overview ones of buildings and environments; treatment ones for specific collections; and statewide such as the one now underway in Virginia. CCAHA will work for individuals.

### NEW JERSEY CAPES PROJECT

*Reported by Maxine Lurie*

CAPES, the Caucus Archival Projects Evaluation Service, was examined from the perspectives of the funding agency, program coordinator, volunteer consultant, and recipient.

Richard Waldron, New Jersey Historical Commission, traced the origins of CAPES to the State Archives' concern about the deterioration of materials in repositories and the Historical Commission's difficulties in evaluating grant applications from small and often volunteer-run historical agencies. These discussions led to the involvement of the New Jersey Caucus of MARAC, which agreed to provide consultants to survey and report on the needs of the repositories. Over fifty repositories have requested such assistance in the first year of CAPES. Although the Commission provides funding for honoraria to the consultants, the amount is minimal.

Lois Densky, Joint Free Library of Morristown and Morris Township, coordinates CAPES. She described how the program operates and noted the dedication of the consultants and the important service they are providing. Densky matches consultants with agencies, collects copies of the reports and forwards them to the Commission, and deals with any problems that arise.

Peter Wosh, American Bible Society, compared his consulting work for CAPES to previous projects. He thought the report each repository receives is most important because the practical advice provided can be utilized over time.

Marie Repass of Georgian Court College vividly described the impact of CAPES on the college's archives operation. It helped focus her efforts, and gave credibility to her requests for support. She noted the progress that she has made, including her membership in MARAC.

### PRESERVATION MICROFILMING NEWSPAPER PROJECTS

*Reported by Robert W. Stewart*

William Hamill, Historical Society of Pennsylvania, described the Pennsylvania project. Its aim is to locate, identify, catalog, and preserve all newspapers in the state, county by county. Field work included noting storage and paper conditions, as well as missionary work to break down resistance to the idea of preservation microfilming. Funds for filming were allocated to each of the 67 counties on the basis of population. Criteria for selecting which newspapers to film first were: condition, date of publication, completeness of run, accessibility, audience and scope of the paper, research value, and cost of filming. Hamill expects to issue a list of over 8000 titles from 1200 institutions by year end. Hamill also discussed problems with contractors, and emphasized the need for a "shadow" coordinator on the contractor's staff to whom the project people could talk. Contractors' staff also must be trained as the work is quite different from ordinary business filming.

Robert Harriman, Library of Congress, is responsible for technical management and coordination of this NEH-funded national project. Its goal is the identification, description, provision of access to, and possibly preservation of every newspaper published in the U.S. since the first one in 1690. There are 28 state projects underway, and the project will still be going on into the next century. In response to questions as to why the newspaper project is not insisting upon the production of two negatives -- one an archival master and the other a print master, Harriman indicated that the NEH wished to make the dollars stretch further, and LC had been unable to persuade them otherwise. He noted that four states have asked for additional funds to duplicate their negatives.

### PRESERVATION SURVEYS

*Reported by Carol K. Rusk*

Jill Rawnsley, Conservation Center for Art and Historic Artifacts, stated that the purpose of a survey will dictate what kind is necessary. There are three types offered to individual institutions: an overview survey to address environmental, security, storage, and planning issues; an item survey that focuses on items within a collection and offers information about treatment; and a collection specific survey that concentrates on an identified portion of the collection. Surveys are helpful as planning tools, emphasizing the importance of preservation of collections.

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## SESSION ABSTRACTS

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Paul Banks, Columbia University, noted the realities of conservation: the inevitable deterioration of materials in collections; and the constraints on optimal conservation, including inadequate funding, lack of trained personnel, space limitations, conditions of storage and facilities, and exhibition of materials. He warned that one must treat surveys with care: avoid delusions that controlling environmental fluctuations, providing ultraviolet filtration, etc. will solve all problems, and recognize when bandaids are being used.

### INTEGRATING PRESERVATION INTO TOTAL PROGRAM MANAGEMENT

*Reported by Michael J. Miller and Sarah Collins*

Chris Ward, New York State Archives, defined preservation management as the development and implementation of a program that includes a wide range of activities aimed at ensuring the survival of significant information. The program must encompass all formats, include the housing and presentation of all archival materials, and take into consideration both access and preservation. While the manager is responsible for advancing a preservation program through planning and coordination, a trained and involved staff is crucial. Short and long-range objectives must be determined, reviewed, and evaluated by the administrator, and sold to resource allocators. Near disasters as well as positive achievements such as increased user access, improved productivity, and greater institutional visibility will help promote the importance of preservation.

Mary Bowling, N.Y. Public Library, suggested that opportunities for integrating preservation into total program management exist in both routine tasks and unusual situations. For instance, when appraising materials, consider their condition and the costs that will be incurred in preserving them. As handling items is a critical factor in deterioration, she suggested that copying charges assessed on users might be used for preservation. She noted that the archives facility has the greatest impact on the preservation of collections, and that archivists must be knowledgeable about environmental controls, disaster prevention, security, and general design and space issues. She mentioned the opportunities as well as problems presented by outreach activities. For instance, one must consider the security, handling, and environmental hazards in designing an exhibit or loaning materials but the effort may help educate everyone about preservation problems. Preservation and access must be included in the mission statement, and considered integral to strategic and short-term planning.

### DISASTER PLANNING AND RECOVERY

*Reported by Tina M. Aumiller*

Charlotte Brown, Franklin & Marshall College, has integrated collection development and preservation policies into her planning efforts. A central part of the disaster plan is a building survey, conducted with staff, physical plant personnel, and insurance representatives. Such a survey helps raise awareness within the organization and aids in assessing and documenting the potential problems.

Karen Motylewski, Northeast Document Conservation Center, stressed the Center's role as a consultant in disaster planning. It is a resource after a disaster occurs and also can provide information and contacts during the development of a plan.

Barbara Rhodes, American Museum of Natural History, acted as consultant for the New York METRO's publication *Come Hell or High Water*. This resource book assists organizations in their disaster planning by providing the names of vendors of products and services one will need in case of a disaster. This source book could serve as a model for future cooperative efforts.

Three themes emerged from the session: read the literature and keep current; cooperate with other institutions; and train staff.

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in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at \$10 per year) and membership applications should be addressed to: Richard H. F. Lindemann, Special Collections Department, University of Virginia Library, Charlottesville, VA 22903-2498. Send material for *maa* publication to: Ronald L. Becker, Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903, telephone (908) 932-7006, FAX (908) 932-7637, Electronic Mail: [Becker@Zodiac.bitnet](mailto:Becker@Zodiac.bitnet). Deadlines are the first of March, June, September and December.

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